

# YOUTH SERVICES POLICY

<b>Title:</b> Composition/Location/Retention of Active and Inactive Youth Records - Community Based Services <b>Next Annual Review Date:</b> 06/08/2012	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 5. Youth Records <b>Number:</b> D.5.1
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<b>References:</b> La. Revised Statute 15:574.12, La. Children's Code Articles 411 - 417; ACA Standards 2-7070, 2-7071, 2-7072 (Juvenile Probation and Aftercare Services), 2-CO-1E-01, 2-CO-1E-02, 2-CO-1E-03, 2-CO-1E-06, 2-CO-1E-08, 2-CO-1F-06 (Administration of Correctional Agencies)	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 06/08/2011

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish uniform policy and broad procedures regarding the record format and contents of the master records of youth served by YS, OJJ.

## III. APPLICABILITY:

The Deputy Assistant Secretary - Community Based Services, Probation and Parole Regional Managers/Juvenile, Probation and Parole Supervisors/Juvenile, Probation and Parole Officers 1, 2, and 3/ Juvenile and employees of Community Based Services (CBS).

## IV. DEFINITIONS:

**Agency** - Youth Services, Office of Juvenile Justice.

**Community Based Services (CBS)** - formerly known as the Division of Youth Services, including the regional probation and parole field offices located throughout the state.

**Juvenile Electronic Tracking System (JETS)** - the centralized database utilized to track all youth in OJJ custody or under OJJ supervision.

**PPO/J** - includes CBS probation officers (Probation and Parole Officer 1,2 and 3/Juvenile).

**Regional Managers** - Managers of the CBS offices located throughout the state.

**V. POLICY:**

In order to provide effective and efficient delivery of services to youth under supervision or in custody, a single case record shall be established for each youth. The record shall contain certified copies of all legal documents concerning the youth, required signature forms, correspondence, and other forms as deemed appropriate. All other required information will be created and entered in JETS. The case record shall be maintained according to Attachment D.5.1(a).

Youth case records are confidential. Release of information shall only be made in accordance with provisions of the La. Children's Code, Articles 411 through 417 or La. Revised Statute 15:574.12.

**VI. PROCEDURES:**

- A. Narrative entries shall detail all contacts with the youth and family, as well as contacts with the courts, schools, community programs, service agencies, and others involved with the youth.
- B. Case staffings shall be documented in the case narrative, along with any significant events or decisions made in the case. Staffing forms shall be completed in JETS with the names of each participant included in the "Those Present at the Placement Staffing:" section of the form.
- C. When a case is closed, the supervising officer will create and complete the following forms: Closing Summary Narrative and the Probation/Parole Notification of Discharge (Change of Status) form. The Closing Summary should briefly describe the youth's behavior while under OJJ supervision or in custody, any unusual occurrences or significant events, use of community programs or resources, and if the supervision or residential placement was successful. The Probation/Parole Notification of Discharge (Change of Status) form documents the reason for closure, as well as, successful or unsuccessful completion of supervision.
- D. The Regional Manager is responsible for destroying closed cases.  
Closed supervision case records shall be destroyed after four(4) years or the youth's eighteenth(18<sup>th</sup>)birthday, whichever is longer. Custody cases shall be destroyed after six(6) years or the youth's eighteenth (18<sup>th</sup>)birthday, whichever is longer. The two (2) acceptable methods for destroying case records are shredding and incineration.
- E. In the event an Expungement Order is received by the regional office, the order shall be promptly forwarded to OJJ Central Office General Counsel. The record shall be destroyed at the direction of the agency attorney.
- F. At the end of each day, all case records are to be stored in either a locked file cabinet, locked desk, or secure file room.

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- G. When youth, parents, and others, who are not authorized to have access to case records, are present in the office, they are not to be left unattended in any area where access to a case record(s) is possible.
- H. Case records may be removed from the office for officer court appearances at the discretion of the Regional Manager. Each Regional Manager is to establish procedures to ensure case records are returned and secured at the end of the day.
- I. In addition to the procedures contained in this policy, Regional Managers may develop and implement any other procedure for the maintenance and security of the case records.

**Previous Regulation/Policy Number:** D.5.1

**Previous Effective Date:** 01/14/09



**Attachments/References:** D 5 1(a) may 31 2011.docx